

14 May 1954

- 25X1A9a Met with Messrs [REDACTED] of Logistics. Submitted samples of pressboard folder with plain tab and a 17 point folder.
- 25X1A9a Mr. [REDACTED] to arrange for a local representative to submit and discuss samples with Logistics and Records Management. Logistics to notify Records Management of the time, Thursday 20 May 1954, 10:00 A. M., Room 1609, Quarters I.

17 May 1954

- 25X1A9a Called [REDACTED] regarding heavy duty folder. He said a meeting was not necessary until we had reached a decision on what heavy duty folder would be standardized. He had already spread the word of such action and indicated that even if Records Management did not come up with a heavy duty folder, Logistics would stock a supply of the folder most commonly requested and approved. These would not be issued except on approval of Records Management.

20 May 1954

- 25X1A9a [REDACTED] of Logistics and Mr. [REDACTED] local representative of Y & E. Discussed standardizing of a heavy duty folder. Agreement was reached on a 17 point kraft folder with a  $1\frac{1}{2}$  inch gusset.
- 25X1A9a Mr. [REDACTED] will order a quantity of 5000 and will advise Records Management when they are received.


21 May 1954

- 25X1A9a Mr. [REDACTED] Logistics called Mr. [REDACTED] At a meeting of DD/P Logistics officers he told them a heavy duty folder had been standardized. DD/P administration approved of this but questioned the need for justifying use of these folders.
- 25X1A9a PPK informed Mr. [REDACTED] that RMD will prepare a Notice on this folder and submit it for formal concurrence. A field notice will also be prepared regarding use of these items in field offices.

27 May 1954

- 25X1A9a [REDACTED] discussed 17 point sq. cut folder with [REDACTED] of 25X1A9a Procurement. Procurement objects saying this folder will satisfy no one and might take more time in purchasing.
- 25X1A9a Mr. [REDACTED] discussed with [REDACTED] considering using regular pressboard 25X1A9a folder with metal tabs in 3 positions as heavy duty folder. Advantages would be that such a folder is manufactured by most of the commercial concerns and should be easy to purchase. Also many offices request this type of folder which should eliminate some bickering.

25X1A9a

 requesting he stop the requisition for 17 point folders and set up a conference with Supply, Procurement and RM.

Conference to be held <sup>2 3</sup> ~~2~~ or ~~4~~th of June.

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